

Company Secretarial Practice for PLCs – Advanced



A one-day seminar	The Institute of Chartered Secretaries and Administrators	Advanced Level
Wednesday 8 March 2006	16 Park Crescent	
Wednesday 7 June 2006	London	
Thursday 9 November 2006	W1B 1AH	

This one-day seminar is aimed at senior secretarial officers or experienced support staff. The programme is delivered in a practical manner with opportunities during a panel session to discuss any technical issues.

Programme

- 09.00** Registration and tea/coffee
- 09.30** Introduction
- 09.40** **Corporate Governance** – A review of the Combined Code and other key corporate governance statements, focusing on practical issues requiring action by the Company Secretary
- 10.40** Tea/coffee
- 11.00** **Board Effectiveness** – good boardroom practice; board information; how to make boards work; how the Company Secretary can contribute
- 11.45** **Mergers and acquisitions** – Private company acquisitions and disposals; takeovers and defence
- 12.45** Lunch
- 14.00** **Registration and Settlement** – The settlement industry is undergoing fundamental, global re-alignment and re-engineering. Company Secretaries must have a clear idea of what is happening and what this may mean for the future
- 15.00** Tea/coffee
- 15.15** **Current and Future issues** – A look at company law reform, current developments in company secretarial best practice and a round-up of other relevant issues on the horizon
- 16.15** Questions
- 16.30** Close

Who Should Attend?

- Company Secretaries
- Assistant Company Secretaries
- Company Secretarial support staff
- Finance Directors
- Chief Accountants
- Corporate Lawyers
- HR and Personnel Directors
- Accountants
- Bankers
- Chief Executives
- Consultants

CPD: ICSA, ILEX & Law Society Accredited 6 Hours

Speakers

Joan Bingley, MA, FCIS – Chartered Secretary in practice and former Group Company Secretary, MAI plc, past President of ICSA, until recently Chairman of ICSA Software Ltd. Joan is also the author of *A Practical Guide to Takeovers & Mergers*.

Nigel Davies, B.Sc. (Econ) Hons FCIS – has held a number of top company secretarial positions with major listed companies, including Reed Elsevier plc, Diageo plc, Cable and Wireless plc, Kingfisher plc and APV plc. His “hands-on” experience of major M&A activity has given him sound practical knowledge of the dilemmas with which plc Boards are confronted.

Peter Swabey, FCIS MIRS – is the Manager of Business Development at Lloyds TSB Registrars. He is in his 19th year in the share registration industry. During which time he has worked in most areas of the business, and his current projects include the development of Electronic Proxy Appointment and other Internet based registration services.

Andrew Pike is a Partner in the Corporate department at Hammonds. He has been listed by Chambers' & Partners Directory as one of the leading corporate finance lawyers in the Yorkshire region and by Legal Business as one of the top 30 corporate finance partners working outside the City.

